



## **TOWN OF SCITUATE**

### **Human Resources**

600 CHIEF JUSTICE CUSHING HIGHWAY

SCITUATE, MA 02066

Tel: (781) 545-8858, Fax: (781) 545-8704

Stephen Salk  
Human Resources Director

**June 1, 2016**

### **Recording Secretary**

This is a part-time, non-union, non-benefited with varied hours depending on the committee and board schedules. The pay rate is \$17.58 per hour. The Recording Secretary performs a wide variety of secretarial assignments including posting agendas, attending committee meetings and taking minutes, initiating and typing correspondence and reports, maintaining an office filing system, ordering supplies. Incumbent is required to work evenings covering all committee meetings and is expected to be present for them. See attached job description for details. Position opened until filled.

Send Scituate employment application, cover letter, resume and three references to Human Resources Director, 600 Chief Justice Cushing Highway, Scituate, MA 02066.